IT Skills Standard Level

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SECTION 1: INTRODUCTION

1.0 Cambridge International Diploma in Information Technology

Information Technology (IT) influences the lives of everyone, wherever we live or work in the world. Almost every aspect of our daily lives now involves using IT skills. In the increasingly dynamic world of work, people need to be able to work effectively with IT, to develop transferable IT skills and to apply those skills across different contexts and software packages. With advances in technology, people are also keen to ensure that their IT skills are kept up to date to make themselves competent, capable and competitive in today's employment markets.

The Cambridge International Diplomas in IT recognize achievement in a range of skills, which are required to use effectively a number of IT applications. These skills are assessed on the computer in the context of practical tasks.

Assessments for the Cambridge International Diplomas in IT are available on demand throughout the year to complement flexible training patterns and learning needs. The assessments use the latest developments in computer-based technology to assess a candidate's ability to use software-specific applications and to develop IT skills. All assessment is carried out on-screen and the immediate feedback of results to candidates is a central feature of these diplomas. The Standard Level Diploma provides a framework for developing practical IT skills and knowledge in a range of IT applications and functions, and builds upon the broad introduction to IT skills provided by the Foundation Level Diploma. The Diploma has been developed specifically for the international market, recognizing the growing importance of employees working across geographic and cultural borders. There are no formal candidate entry requirements for the Standard Level Diploma. It is, however, expected that Centers will have the appropriate range of equipment and software needed to train and assess candidates.

1.1 The International Dimension

Cambridge International Diplomas in IT embody performance standards valued in countries around the world. The use of IT is a transferable skill and can be demonstrated regardless of place, system or culture. The syllabus and assessments provide a framework through which candidates, wherever they might be, can be assessed reliably and validly against the performance standards set in a software-specific context. However, candidates should be aware that, with the use of an appropriate manual and sufficient practice, the IT skills acquired can be used across a variety of manufacturers' software.

The syllabus and assessments are available in English. The assessments do not directly assess language skills, but are designed to give candidates the opportunity to show they can apply the skills specified in the syllabus.

SECTION 2: OVERVIEW OF THE DIPLOMA

2.0 Aim

The aim of the Standard Level Diploma is to assess a candidate's ability to use Information Technology effectively when using specific software applications.

Within each application area, candidates will be required to enter and manipulate data, work closely to given specifications and successfully complete a range of tasks as specified. During the assessments, they will be required to edit, copy, save and/or print the data on which they are working as appropriate.

2.1 Target Group

The Standard Level Diploma is designed for anyone who has already gained a broad introduction to work-related IT skills and wishes further to develop competence in specific IT applications.

It is suitable for students, employees and trainees who wish to develop practical IT skills and for those who wish to receive recognition for IT competence that they may already possess.

Basic competence in keyboarding skills, the use of a mouse and the ability to load an application are assumed. A knowledge of general principles and procedures in the use of IT hardware and software is encouraged to be taught alongside the practical IT skills. Further guidance on these principles and procedures is given in Section 3.1

2.2 Diploma structure

The Application Modules available in the Cambridge International Diploma in IT at Standard Level are as shown below:

Application Module	Status	Core Module
Using the Computer and Managing Files	Core Module	45 minute practical task
Word Processing	Core Module	45 minute practical task
Spreadsheets	Core Module	45 minute practical task
Electronic Communication	Core Module	45 minute practical task
Databases	Core Module	45 minute practical task
Presentations	Core Module	45 minute practical task

Each skill area can be tested separately as and when a candidate is ready and when the centre is able to schedule and accommodate the assessment process. All candidates will receive immediate feedback of results indicating how well they have performed and whether or not they have passed the module assessment. Successful candidates can receive a Statement of Results that is issued locally by the Registered Centre (see Section 2.8 below).

To achieve the Cambridge International Diploma in IT at Standard Level, candidates must successfully complete all Core Modules. When the six Application Modules have been completed successfully, a candidate will receive a full Cambridge IT International Diploma certificate.

2.3 Learning Hours and Course Structures

There is no fixed guide to the learning hours required for the individual modules or for the full Diploma. It is, however, expected that about 12 hours per module, or about 72 hours for the full diploma, will be sufficient for most students who start with a Foundation level competence in IT skills. This figure is a guideline only as different students will often progress at different rates and will generally start the course with a range of prior knowledge and experience. Centres should plan the duration and delivery of courses based on an understanding of candidates' prior qualifications and experience.

CIE considers that there are various effective methods of developing IT skills, including tutorials spread over a period of weeks or months, intensive training programmes, on-the-job training or other supervised work experience, and distance learning. There is, therefore, no single prescribed course structure leading to the Cambridge International Diplomas in IT.

Centres and students may wish to start with the 'Using the Computer and Managing Files' module although there is no set route through the modules. It is possible for students to start with any module. For example, a student who is particularly interested in one of the applications covered may choose to begin with this Application Module. Success in this module may well encourage interest in and take up of the other modules in the Award. Centres may identify demand for courses linked to particular modules or need to provide for particular groups or organizations that need to develop or update specific skills. These are just two examples of the flexibility of provision that the diploma structure supports.

Generally, whatever the method of skills development, students are first taught the skills required by particular processes (e.g. Word Processing) through the medium of appropriate application packages. Centres should note, however, that the IT assessment software is application software-specific. Attention should be given to familiarize candidates who have developed IT skills using other software packages with those used in the assessment. Centres are free to decide when to assess in terms of their own and the candidates' readiness.

2.4 Learning Support Materials

CIE provides a range of support materials that will aid both tutors in preparing for the delivery of their courses and candidates in their learning. These materials will contain exercises to be completed on the PC using data files provided as well as information to be read, learned and understood. The aim in providing these materials is not simply to provide a pre-packaged course but to help provide a suitable learning environment for candidates.

Details of these materials, which consist of Candidate and Tutor Support Guides, are available from Vellum International Certification Expansion and CIE Customer Services.

2.5 Resources

Students will require frequent access to appropriate IT facilities to develop their skills. Centres will therefore need to have sufficient, appropriate facilities available to allow students access as necessary. The scale of this provision will clearly depend on the number of candidates likely to enter for the assessments over a given period and the nature of the course and its method of delivery. The Cambridge IT International Diplomas are software specific and only suitable for use on PCs that operate using Windows 95, Windows 98 or Windows NT version 4.0 or later, Windows 2000 or Windows XP.

The minimum specification for the PC running the Administrator software is:

Pentium P166, 32 Mb RAM (64 Mb RAM highly recommended), 256 Colours, 640x480 resolution, 50 Mb Hard Disk space available, multimedia enabled (i.e. including a CD-ROM drive), and with a Printer Driver installed. At this specification, the screen will not show all of the graphics properly and a display set to 800x600 with 65576 colours is highly recommended.

The minimum specification for a PC running the Testing software is:

Pentium P166, 16 Mb RAM (64 Mb RAM highly recommended), 256 colours, 640x480 resolution, mouse, keyboard and VGA colour monitor. The same recommendations as above apply with regard to the display.

The PC user will also need to be able to have access to Microsoft Office Professional 97, Office 2000 Professional or Office XP Professional products. PCs also need to fulfil the minimum specification required to run the respective MS Office Professional applications.

Assessment for four of the five Application Modules is built on Microsoft products. For these four modules, students will be assessed using the particular software packages. Students should, however, be encouraged to realize that, with the aid of a manual, they can learn the necessary skills and easily transfer their skills to a variety of products and other packages, should they need to do so.

2.6 Method of Assessment

At the end of a period of study, or when they are ready, candidates take a CIE-set assessment. These assessments are computer-based and are available on demand. Centres enter candidates for the assessments using the software supplied by CIE on a CD-ROM. The Centre Administrator (using the software supplied) generates the test exercises following the guidelines issued by CIE. Candidates then take the assessment on a computer, using the on-screen exercise instructions to navigate through the actual assessment.

Candidate Instructions for taking the IT assessments are available on the CD-ROM. These are printed and distributed by the Centre to candidates prior to the test. Each Application Module in the Diploma is assessed separately and distinctly, with assessments comprising a number of tasks being taken under controlled conditions at the Registered Centre.

For the four Application Modules of Word Processing, Databases, Spreadsheets and Presentations, the assessment is divided into three ‘separate’ exercises. Each exercise has a set of on-screen instructions, which the Centre Administrator can print out and distribute to candidates who wish to follow instructions on paper, prior to the test commencing.

The Application Module in Using the Computer and Managing Files comprises a single exercise with several sets of instructions involving manipulation of a number of files across a number of directories and associated file management activities.

The Electronic Communication module is assessed by a combination of two 'separate' practical exercises. The practical tasks test candidates' skills in managing email and also in basic internet skills. Both email and internet tasks have been designed without actual access to the Internet, so that candidates from centres without internet connection can undertake this module.

The assessments for these modules focus on the candidate's ability to carry out practical tasks rather than to explain the theory of how the tasks are completed. Candidates are assessed on their performance of these tasks. Each Application Module assessment is designed to be completed in 45 minutes or less. Candidates are shown the time remaining for the assessment by an on-screen clock. At the end of 45 minutes the test will automatically end and begin to mark the tasks carried out by the candidate.

2.7 Availability

Assessments for the Cambridge International Diplomas in IT are available at any time throughout the year. Centres must be registered with, and approved by, CIE before the Administration and Assessment software is issued. A Registered Centre is then issued with a CD-ROM containing the software that is licensed to the Centre for use as intended. This software allows Centres to offer assessments as required to fit in with the delivery of training. Assessments may be taken at the end of the course of study or they may be taken at intervals over the length of the course as an aid to learning. Centres can decide when the assessment takes place, as there is no fixed timetable.

The Administrator software system allows assessments to be selected for candidates and a number of reports on an individual's performance can be generated. Centres purchase in advance, and are assigned, blocks of tests covering all the Application Modules, on obtaining the security codes from CIE (see Section 4).

2.8 Quality Control and Assurance - Protecting Cambridge International Diploma Standards

CIE has to ensure the integrity of its assessment procedures, so that everyone can have full confidence in the standards issued by CIE. In applying for Registered Centre status, Centre staff acknowledge that they will follow the requirements of the award, to the standards described in the syllabus and guidelines.

CIE will assess the suitability of staff, premises, resources, and procedures, before allowing Centres to operate the IT Diplomas, or other, Diplomas. As this may involve a visit by CIE personnel to a Centre, Centres are advised to apply for the status of 'Registered Centre' well before the intended start of the course in order to allow time to arrange such an inspection. CIE reserves the right to inspect a Centre and its facilities at any time.

As a further guarantee that standards are upheld, Centre Registration is granted for one year only from the date of approval of an application. Centres must apply for re-Registration each year and be prepared to undergo inspection if necessary. If CIE has reason to doubt the quality assurance procedures within a Centre, a CIE representative will be sent to review the practice of the Centre.

These procedures are vital to protect the value of the CIE qualifications.

SECTION 3: SYLLABUS STRUCTURE AND CONTENT

3.0 Assessment Objectives and Performance Criteria

There follow details of the Application Modules, all of them need to be completed for a candidate to gain a Cambridge International Diploma in IT at Standard Level.

For each module, the relevant Assessment Objectives are specified, the Performance Criteria that are assessed are given and the Skills to be tested are listed.

Assessment Objectives define the specific skills that must be demonstrated for the award of that module. Each Assessment Objective is sub-divided into Performance Criteria. Performance Criteria define the tasks or knowledge requirements which candidates are actually required to demonstrate to achieve the Assessment Objective.

Skills to be tested detail the performance criteria further and specify exactly what candidates will need to be able to do in the test.

To be prepared fully for the assessments provided, candidates must be able to meet all Assessment Objectives. In any given module assessment, however, not all Performance Criteria may be directly assessed.

Candidates are expected to possess basic computer keyboard and mouse skills. These skills are not assessed specifically as part of the diplomas as they are fundamental to all operations using a Personal Computer. It is also expected that candidates trained on word processing, database, spreadsheet and presentation applications other than those from Microsoft will have had some opportunity to try these products before being assessed.

Important note: As described at the beginning of the individual modules candidates are expected to know and do all the assessment objectives from the Foundation level syllabus. Standard level tests will test assessment objectives from both Foundation and Standard level syllabuses.

3.1 General Principles and Procedures

The International Diploma in IT focuses on the acquisition of software and application-specific knowledge and skills. It is assumed that, during a course of study leading to the Diploma, candidates will be introduced to and given opportunity to learn general principles and procedures for using the computer safely and effectively. An awareness of best practice in the management of IT and its appropriate use should be encouraged.

The fundamental principles and procedures which underpin this qualification, and of which candidates should be aware, are:

General Principles

- Health and safety aspects
- Good working conditions
- Taking care of equipment

Basic Functions

- Turning the computer on and off
- Opening and exiting the operating system
- Opening and closing application
- Handling passwords (adding/changing the password, logging in etc.)
- Switching between applications
- Mouse operations (i.e. how the mouse can be used to accomplish operations such as opening menus, moving, selecting, use of the right mouse button for shortcut menus etc.)
- Menus (what the different menus and sub-menus contain, available and unavailable commands, use of help function)
- Knowledge of dialogue box functions and contents
- Using keyboard combinations
- Sizing windows (maximising, minimising, restoring, stretching)
- Moving windows
- Scrolling windows
- Use of toolbars

Adjusting the Program

- Setting the date/time
- Changing the settings
- Changing the desktop or a window
- Formatting a disk
- Working on a disk or hard drive

File Management

- Changing the name of files
- Making back-up copies

Printing

- Starting a printout
- Cancelling a printout
- Choosing a printer
- Changing the page set-up
- The print queue (access and function)

3.2 Syllabus Content

3.2.1 Application 1: Using the Computer and Managing Files

This application is designed to build on the computing and file management skills acquired at Foundation level. The candidate should possess the skills and knowledge required to understand and perform standard operations on a computer, including the ability to use and control a mouse.

Before undertaking this module candidates should know how to:

- initialize and close the application and
- work with directories and
- create, open, rename, move, copy and delete files and
- save and print files.

Assessment Objectives	Performance Criteria	Skills to be tested
1. General Procedures and settings	a. Basic functions and settings	a1. Start, Shut down, restart of the computer, following the proper procedures
		a2. Show operating system information and the available RAM of the system
		a3. Date and Time settings
		a4. Set the sound, screen resolution and the color depth of the system
		a5. Use of the screen saver
		a6. Switch the system language
		a7. Use of print screen
		a8. Use of Help
2. Desktop and Windows	a. Desktop	a1. Understanding of the functionality of the desktop elements: Start menu, Task bar, desktop, icons
		a2. Use of start menu, to open and close an application
		a3. Open file, folder application, system icon from the desktop
		a4. Create a shortcut
	b. Windows	b1. Understanding basic window elements: Title bar, Menus, Scroll bars, toolbars, status bar
		b2. Minimize, Maximize, Restore, close, move resize of a window
		b3. Switch between open windows
		b4. Sort the contents of a folder

Assessment Objectives	Performance Criteria	Skills to be tested
3. Data Storage, files and folders	a. File and folder structure	a1. Understanding of the data store devices for files, folders and file hierarchy
		a2. Navigate between folders and data store devices
		a3. Understanding of the file name structure and recognition of common file types
	b. Managing Files and folders	b1. Create folder, subfolder
		b2. Rename folder, subfolder
		b3. Select multiple files or folders
		b4. Move files or folders
		b5. Copy files or folders
		b6. Delete files or folders
		b7. Understanding and setting the files and folders attributes
4. Help tools	a. Help tools	a1. Restore files, folder from the recycle bin, empty the recycle bin
		a2. Use of search
		a3. Use of recent documents
		a4. Understanding of the term compressing files
		a5. Compressing, Extracting files
		a6. Know what a computer virus is, what are the effects on a computer and ways of spreading. Know the advantages-disadvantages of using antivirus applications
5. Manage applications, printous	a. Applications	a1. End task of an application which is not responding
		a2. Understanding of the procedures of installing-uninstalling applications
	a. Printouts	a1. Installing a printer
		a2. Set the default printer
		a3. Managing print jobs: Pause, Restart delete print jobs

3.2.2 Application 2: Word Processing

This application is designed to build on the word processing skills acquired at Foundation level. The candidate should possess the skills and knowledge required to understand and perform everyday uses of a word processing package to display information in both electronic and paper form.
Before undertaking this module candidates should know how to:

- open and close documents and
- create, edit, format, move and delete text and
- use the spell-check and help facilities and
- save and print documents.

Assessment Objectives	Performance Criteria	Skills to be tested
1. Basic functions and Word processing application Environment	a. Working with documents	a1. Create, Open, Close, Save document
		a2. Save document with different type or / in different folder or / with different name
		a3. Switch between open document
		a4. Use of available templates for document creation
	b. Word Proccessing application environment	b1. Show/Hide toolbars
		b2. Switch between available view of document
		b3. Set zoom state
		b4. Use of help
		b5. Know how to set basic application options: default folder for opening-saving documents, user name
		b6. Show/Hide non printing characters
2. Word Proccessing	a. Working with text	a1. Add text
		a2. Edit, delete text
		a3. Add special characters and symbols
	b. Text manipulation	b1. Select characters, words, lines, paragraphs, all document
		b2. Copy, cut and paste text in the same document or in other document
	c. Help tools	c1. Use of Undo and Redo
		c2. Use of Find and Replace
		c3. Spell check the document
		c4. Use auto hyphenation

Assessment Objectives	Performance Criteria	Skills to be tested
3. Fond & Paragraph Formatting	a. Format fonts	a1. Select font and font size
		a2. Bold, italic, underlined font
		a3. Change font color
		a4. Superscript, subscript
		a5. Auto change upper case to lower case
		a6. Copy format
	b. Format paragraphs	b1. Alignment options of paragraph
		b2. Create indents
		b3. Set spacing and line spacing of paragraphs
		b4. Use of borders and shading to a paragraph
		b5. Create lists with bullets or numbers
		b6. Set & use tabstops
		b7. Use of available paragraph styles
4. Document Formatting	a. Page Setup	a1. Set page margins
		a2. Set paper size, page orientation
	b. Headers and Footers	b1. Add page numbers to header, footer
		b2. Page numbering
		b3. Add available fields in header, footer: date, total pages, file path
	c. Breaks	c1. Add/Delete page breaks
		c2. Add/Delete line break
5. Objects	a. Object manipulation	a1. Add image, graphic to document
		a2. Delete image, graphic
		a3. Copy, move image, graphic to the same or other open document
6. Tables	a. Table Creation and working with table contents	a1. Set rows, columns, position of table
		a2. Add, edit text to table
		a3. Select rows, columns, cells of a table
		a4. Add, delete rows or columns or cells of a table
		a5. Set row height or column width of a table
	b. Format Table	b1. Format cell borders: width, color, style, linestyle
		b2. Apply shading to cells

Assessment Objectives	Performance Criteria	Skills to be tested
7. Working with mail merge	a. Preparation and merge the master document with the data source for mail merge	a1. Set, edit master document for merge (letters-labels)
		a2. Open data source file for merge
		a3. Add merge fields
		a4. Merge master document and data source file for mail merge
8. Printouts	a. Preparation and printing	a1. Print preview document
		a2. Printing options: copies, specific pages, select specific printer
		a3. Print document to specific printer

Important Note

This application module is only available for assessment using Microsoft Word 97, Word 2000 or Word 2002/XP or Word 2003.

3.2.3 Application 3: Spreadsheets

This application is designed to build on the spreadsheet skills acquired at Foundation level. The candidate should possess the skills and knowledge required to understand and perform everyday uses of a spreadsheet package to create a spreadsheet, arrange data and make simple calculations.

Before undertaking this module candidates should know how to:

- open, close, edit and amend spreadsheets and
- enter, edit, sort data and format cells and
- enter and apply simple formulae and
- save and print spreadsheets.

Assessment Objectives	Performance Criteria	Skills to be tested
1. Basic Functions & Application Environment of Spreadsheets	a. Working with workbooks	a1. Work with workbooks
		a2. Create, Open, Close, Save workbooks
		a3. Save workbook with different name, type, in a different folder or with different name
		a4. Switch between workbooks
	b. Working with worksheets	b1. Navigate through worksheets of the workbook or other open workbooks
		b2. Add new worksheet
		b3. Delete worksheet
		b4. Rename worksheet
		b5. Copy, move worksheet in the workbook or in another workbook
	c. The Application Environment	c1. Show/Hide toolbars
		c2. Go to specific cell or cell area
		c3. Set the zoom state
		c4. Stablize/Unstabilize areas of a spreadsheet
		c5. Set basic options of the application: default folder for open/save files, user name
		c6. Use of help
2. Data proccessing	a. Add and edit data in the spreadsheet	a1. Add numbers, dates to cells
		a2. Add more data to a cell, edit cell contents
		a3. Delete cell contents
		a4. AutoFill data to cells
		a5. Find and replace data to cells
		a6. Ascending/Descending Sorting to cell areas
		a7. Use of Undo and Redo
	b. Working with cells	b1. Move, copy cell contents to the same to different worksheet
		b2. Add, delete cells, cell area, rows, columns

Assessment Objectives	Performance Criteria	Skills to be tested
3. Format Data	a. Format Worksheet	a1. Select cell, cell area, rows, columns, all cells of a worksheet
		a2. Change row height, column width, auto size to the data
	b. Format cells	b1. Format cells with numeric contents: percentage, decimals, currency, thousand separator
		b2. Format cells with date contents
		b3. Select font and font size
		b4. Set bold, italic and underline font
		b5. Change font color
		b6. Wrap contents of a cell
		b7. Set alignment, orientation of cell contents
		b8. Merge and center align a title across a cell area
		b9. Change contents orientation
		b10. Borders and Shading of cells
		b11. Copy format between cells
4. Mathematical types & Functions	a. Cell references	a1. Use of relevant and absolute values in formulas of mathematic types
	b. Apply mathematic types without formulas	b1. Create mathematical type for adding, substraction, multiplying and dividing
		b2. Create mathematical type with cell references
	c. Functions	c1. Use of of Functions: SUM, AVERAGE, MAX, MIN, COUNT, COUNTA
		c2. Use of Logical Functions: IF
		c3. Use of Date Functions: (TODAY, NOW)
		c4. Use of Search Functions(VLOOKUP)
5. Graphs	a. Create Graphs	a1. Create Graphs from data
		a2. Select, change graph type: pie, bars, columns, line
	b. Edit and Format a Graph	b1. Move,Copy, Delete, Resize graph
		b2. Add title, or labels to a graph
		b3. Color change of Bars, Columns, lines and pie pieces
		b4. Change color of graph font

Assessment Objectives	Performance Criteria	Skills to be tested
6. Objects	a. Working with images	a1. Import, move and resize image
7. Printouts	a. Page Setup	a1. Page margins of a worksheet
		a2. Page orientation
		a3. Adjust paper size
		a4. Customize Header/Footer
		a5. Show/Hide grid lines
		a6. Show/Hide headers of columns and rows
		a7. During printing, repeat rows or columns in every page
		a8. Set print area in a specified page range by width and height
	b. Print	b1. Worksheet Print Preview
		b2. Use of print options: Copies, Area, Graph, specified printer
		b3. Print to a specific printer

Important Note

This application module is only available for assessment using Microsoft Excel 97, Excel 2000 or Excel 2002/XP or Excel 2003.

3.2.4 Application 4: Databases

This application is designed to build on the database skills acquired at Foundation level. The candidate should possess the skills and knowledge required to understand and perform everyday uses of a database package to build a simple database and create simple queries and reports from an existing database.

Before undertaking this module candidates should know how to:

- open and close a database and
- create a database structure and
- enter, edit and search data and
- save and print databases.

Assessment Objectives	Performance Criteria	Skills to be tested
1.Introduction	a. Database Terms	a1. Understand the term Database
		a2. Understand the elements and structure of a relational database: Tables, Records, Fields, Relations
		a3. Understand datatypes of fields and their basic properties: Size, Format
2. Basic Functions & Application Environment of Database	a. Basic Functions	a1. Open. Close Database Application
		a2. Open, Close a Database
		a3. Create, Save a Database
		a4. Show, Hide available toolbars
		a5. Switch between different views, tables, forms, reports
		a6. Use of help
3. Tables	a. Table Functions	a1. Create table, name fields and set the correct datatype
		a2. Create validation rule for a field
		a3. Change format property of arithmetic and date fields
		a4. Add, delete field from a table
		a5. Term and set primary key
		a6. Save, close, delete table
		a7. Add, edit records to a table
		a8. Navigate to records, fields of a table
		a9. Change column width of a table
		a10. Move field from a table
	b. Relations	b1. Create, delete 1 to 1 relation, 1 to many between tables
		b2. Use of data integrity between fields
		B3. Create relations during queries design

Assessment Objectives	Performance Criteria	Skills to be tested
4. Forms	a. Create, Format forms	a1. Create, Save Form
		a2. Add, Edit text from Header/Footer of a form
		a3. Open, Close a Form
		a4. Use of a Form for adding, editing and deleting records
		a5. Move to next/previous record, first/last record, specific record using the form
		a6. Delete a form
5. Working with data	a. Basic functions	a1. Apply filter to a table/form
		a2. Use of Search facility in the fields of a table
		a3. Sort data in tables, forms
	b. Queries	b1. Create, Save select query with one or two tables
		b2. Add fields to a query, show/hide fields in the query
		b3. Add search criteria with logical operators : OR , AND
		b4. Sort data in a query
		b5. Show query results
		b6. Close, delete a query
	c. Reports	c1. Create, Save a report from a table or a query
		c2. Group data by a field, and sort data with asceding or descending order
		c3. Use of sum, max, min, average and count in a grouped report
		c4. Place fields in report as specified
		c5. Add, edit text in header/footer of a report
		c6. Save, Delete a report
		c7. Open Close a report
6. Printouts	a. Prepare & Print	a1. Print preview tables, forms, reports
		a2. Set page orientation and paper size
		a3. Print whole/part of a table, report

Important Note

This application module is only available for assessment using Microsoft Access 97, Access 2000 or Access 2002/XP or Access 2003.

3.2.5 Application 5: Electronic Communication

This application is designed to build on the Electronic Communication knowledge acquired at Foundation level. The candidate should understand what is meant by electronic communication and possess knowledge of the principles involved in obtaining information from network information services.

Before undertaking this module candidates should know how to:

- navigate with a web browser, change the display settings and
- use a search engine, print a web page and
- open, reply to, forward, delete and send messages and
- create folders for messages.

Assessment Objectives	Performance Criteria	Skills to be tested
1. Networks and Internet	a. Terms	a1. Definition and understanding of terms Internet, World Wide Web, HTTP, URL, ISP, FTP, Hyperlink
		a2. Analyse web page address (URL), email address and analyse threir structure
		a3. Understand the tem Internet, WWW and distinguish them
	b. Internet Security	b1. Know the danger of being infected with a computer virus during download files from the internet
		b2. Understand the term Firewall
		b3. Understand the term Digital Certificate
2. Navigation in the internet	b. Browser Environment	a1. Open, Close Browser
		a2. Change the home page of the browser
		a3. Stop loading a web page
		a4. Refresh the contents of a webpage
		a5. Show/Hide toolbars
		a6. Use of Help facility
	b. Navigation in the Internet and display information in the browser	b1. Navigate to a web page using its URL
		b2. Navigate to web pages using hyperlinks
		b3. Navigate Back or Forward to pages that have already been visited
		b4. Show/Hide images from a web page
	c. Favorites	c1. Open a webpage from Favorites/Bookmarks
		c2. Add/Remove a web page from favorites/Bookmarks

		c3. Create folder in Favorites/Bookmarks and add web pages in it

Assessment Objectives	Performance Criteria	Skills to be tested
3. Information Search	a. Search in webpages and manipulate their contents	a1. What is a search engine and how is it used?
		a2. Search information using words or phrases
		a3. Searched with combined criteria
		a4. Save a web page in specific folder as text of HTML file
		a5. lήψh αρχείου (download) από mja jfοσελίda kaj αποiήκευσh σe oρjσμένh iέσh
	b. Printing	b1. Print preview a web page
		b2. Set printint parameters
4. Electronic mail	a. Basic terms of electronic mail	a1. Understand the structure and the limits of an email address
		a2. Understand the danger of being infected by computer virus in attached file of an email
		a3. Understand the advantages of using web mail
	b. Email Application Environment	b1. Open, Close email application
		b2. Understand and open basic folders: Inbox, Outbox, Sent, Draft, Deleted
		b3. Open, read and close an email
		b4. Mark mail as read
		b5. Use help facility of the application

Assessment Objectives	Performance Criteria	Skills to be tested
	c. Work with mails	c1. Add/Remove columns in inbox folder (sender, subject, received date)
		c2. Create new mail
		c3. Add email addresses in To, CC, BCC fields
		c4. Add subject
		c5. Add text in mail body
		c6. Spell check the mail
		c7. Attach file to mail
		c8. Delete attached file from the mail
		c9. Copy, Move text between mails
		c10. Send mail with priority
		c11. Send mail using mail groups
		c12. Forward a mail
		c13. Open, save attached files in specified folder
		c14. Reply to a mail with or without the original mail
		c15. Reply to sender, reply to all
		c16. Add/Remove Flag from mail
	d. Manipulate mails	d1. Create, name and manipulate folders for successful mail organise
		d2. Delete a mail
		d3. Restore mail from deleted folder
		d4. Empty deleted folder
	e. Address Book	e1. Create and use group mails
		e2. Add or Delete a contact in the address book
		e3. Update address book from incoming mail
	f. Printouts	f1. Print preview of mail
		f2. Select print parameters of a mail
		f3. Print a mail

Important Note

This application module is only available as a combination of two practical exercises that simulate email and Internet environments. The practical exercises are designed without actual access to the Internet to enable all organisations to gain accreditation for the knowledge and skills required.

3.2.6 Application 6: Presentations

This application is designed to build on the presentation software skills acquired at Foundation level. The candidate should possess the skills and knowledge required to understand and perform everyday uses of a presentation package to display information in electronic form for presentation and in paper form for handouts.

Before undertaking this module candidates should know how to:

- initialize and close the application and
- adjust basic settings and
- open and modify existing presentations and
- display a presentation and
- use spell-check and help facilities and
- save, print and deliver a presentation.

Assessment Objectives	Performance Criteria	Skills to be tested
1. Basic Functions & Presentations Application Environment	a. Handling presentations	a1. Create, open, close, save presentation
		a2. Save presentation with different type, different folder or with different name
		a3. Switch between open presentations
	b. Presentation Application Environment	b1. Show/Hide toolbars
		b2. Switch between available views of presentation
		b3. Set zoom percentage
		b4. Know how to set basic options of the application: default folder for open-save presentation, user name
	c. Help tools	c1. Use of help facility
		c2. Show/Hide toolbars
		c3. Undo and Redo
		c4. Spell check the presentation
2. Designing presentation	a. Design templates & slide master	a1. Apply design template to a presentation
		a2. Add, delete image, graphics, drawing objects from slide master
		a3. Add text, numbering, date, footer to slides
	b. Working with slides	b1. Add, delete slides from a presentation
		b2. Apply, change slide layout
		b3. Copy, move slides in the presentation or between open presentations
		b4. Change font color in one or in all slides of the presentation
		b5. Adjust slide size to the use of presentation: show in screen, print slides etc.
		b6. Show/Hide the slides of a presentation

Assessment Objectives	Performance Criteria	Skills to be tested
3. Manipulate text and images	a. Working with text	a1. Add text to a slide, narator notes
		a2. Edit, delete text
		a3. Select font and font size
		a4. Bold, italic, underline font
		a5. Change font color
		a6. Apply shadow to text
		a7. Automatic text change from uppercase to lowercase
		a8. Text alignment (left, right, center)
		a9. Change bullets style, auto numbering
		a10. Change line spacing in auto number list or list with bullets
	b. Images, graphics	b1. Import image from file, graphic from the available collection of the application
		b2. Resize images, graphics
4. Objects	a. Drawing objects	a1. Draw objects from the available tools of the application (lines, arrows, rectangles, circles, ellipse, text boxes, etc.)
		a2. Format Drawing objects: fill color, color, border width, borderstyle, shadow
		a3. Rotate, Flip drawing objects
		a4. Aligh drawing object in relation to the slide
		a5. Change layout of drawing object
		a6. Resize drawing objects
	b. Graphs	b1. Create graphs from available facility of the application
		b2. Change graph type
		b3. Change color of different parts of the graph
		b4. Resize Graph
	c. Orgcharts	c1. Create orgchart from available facility of the application
		c2. Add text in orgchart places
		c3. Add, delete orgchart places
		c4. Change orgchart structure
		c5. Resize orgchart

Assessment Objectives	Performance Criteria	Skills to be tested
5. Manipulate objects	a. Copy, Move, Delete	a1. Copy text, images, graphics, graphs, orgcharts, drawing objects between slides or between open presentations
		a2. Move text, images, graphics, graphs, orgcharts, drawing objects between slides or between open presentations
		a3. Delete text, images, graphics, graphs, orgcharts, drawing objects between slides or between open presentations
6. Presentation show and printouts	a. Enhancing presentation	a1. Apply motion effect to text from the available tools of the application
		a2. Add transition effect between slides of a presentation
		a3. Show presentation from start of from specific slide
	b. Printouts	b1. Printing paremeters: paper size, orientation, copies
		b2. Select printing object: slides, audience notes, narator notes

Important Note

This application module is available for assessment using Microsoft PowerPoint 97, PowerPoint 2000 or PowerPoint 2002/XP or PowerPoint 2003.

SECTION 4: ADMINISTRATION PROCEDURES

4.0 Administration

Centres must be registered with CIE in order to enter candidates for Cambridge International Diploma in IT. Application Forms for Centre Registration are available from Vellum International Certification Expansion and CIE Customer Services.

On registration as a Centre for the Cambridge International Diploma in IT, Centres will receive a CD-ROM, together with the Administration and Installation Guide. This guide details how to install the software and how to use it to register candidates for the individual Application Module assessments. It also contains instructions for the administration of the assessments and instructions and guidance for candidates.

Centres will be required to nominate a Centre Administrator who will be responsible for the administration of the diplomas and for the generation and conduct of the assessments to the criteria laid down by CIE in this Syllabus and the Administration and Installation Guide.

On installation of the software from the CD-ROM, onto either an individual PC or a network, the use of the software will prompt the centre to contact CIE for the necessary Trigger and Test Allocation (security) Codes. These codes are required for entry into the Administrator software and, subsequently, for allocating blocks of tests for use at the Registered Centre. The Administration and Installation Guide contains detailed explanations on these procedures.

4.1 Results and Certification

A candidate sitting an Application Module assessment will receive feedback on performance immediately on completing the test. This information will be presented on screen in terms of a percentage score on the module and the percentage required to achieve a pass.

Candidates who pass a module will be eligible for a 'Statement of Results' for that module. These Statements are printed locally, by the candidate's centre, at the centre's convenience and indicate the application area in which the candidate was successful together with candidate and centre details and the date of the assessment. The Centre Administrator will be provided with the necessary stationery to print 'CIE Statement of Results' for each candidate per module achieved. This will provide candidates and centres with immediate and formal recognition of a candidate's achievement.

Results from the Application Modules remain valid for three years from the date of the assessment. Candidates who achieve six Application Modules within the three-year period will be awarded the Cambridge International Diploma in Information Technology certificate at Standard Level. This certificate is issued by CIE and is only available to candidates at the end of the Award. Individual module certification is also available to centres at a small extra charge. Details are available from Vellum International Certification and CIE Customer Services.

The CD-ROM provided to Registered Centres contains software specifically designed to allow the feedback of results for each candidate and Application Module tested at the centre following the assessments. The Centre Administrator will receive the necessary details from Vellum International Certification Expansion and CIE to enable them to produce reports on test results from individual candidates or groups of candidates. These Reports provide evidence of those areas where candidates may need further training or practice.

Centres will be required to send two sets of information to Vellum International Certification Expansion and CIE for verification purposes. First, a copy of all test results is sent in the form of a spreadsheet (produced by the Administrator software). This report is sent to CIE once each month. Then, once each quarter, the whole testing database is sent through for formal verification.

In addition to data verification, the information received is used by CIE to produce certificates

for candidates who are eligible for a full Cambridge IT International Diploma. When a candidate has achieved six Application Modules, a certificate will be issued by CIE and despatched to the centre from CIE.

Further information and guidance on the Cambridge International Diploma in IT are in the Administration and Installation Guide, which is issued to Registered Centres with the CD-ROM. On receipt of the CD-ROM centres will also be able to print out a User Manual, Candidate Instructions and other relevant documentation.

4.2 Software Installation Queries and Other Enquiries

In the case of difficulties in installing the software from the CD-ROM, or in the case of any other queries in connection with running the Cambridge International Diploma in IT, please contact the Vellum International Certification Expansion Customer Services who will be able to deal promptly with your enquiry.

4.3 Fees

For current fees for Registration as a Centre for CIE Qualifications, including Cambridge International Diplomas, and entry fees for the Application Modules for the Cambridge International Diploma in IT, please contact the Vellum International Certification Expansion Customer Services.